

Schools That Are Not Required To Take Attendance
(adapted from the Federal Student Financial Aid Handbook)

Withdrawal Type	Circumstance	Withdrawal Date¹	Date the School Determines that the Student Withdrew²
Official Notification	The student begins the school's withdrawal process.	The date the student begins the school's withdrawal process	The <i>later</i> of: <ul style="list-style-type: none"> the student's withdrawal date or the date of the official withdrawal notification
Official Notification	The student otherwise provides official notification to the school of the intent to withdraw.	The date the student otherwise provides notification of the intent to withdraw	The <i>later</i> of: <ul style="list-style-type: none"> the student's withdrawal date or the date of the official withdrawal notification
Official Notification	Both circumstances occur (the student begins the school's withdrawal process and provides official notification of the intent to withdraw).	The <i>earlier</i> of: <ul style="list-style-type: none"> the date the student begins the school's withdrawal process or the date the student provides official notification 	The <i>later</i> of: <ul style="list-style-type: none"> the student's withdrawal date, the date the student began the school's withdrawal process, or the date the student otherwise provided official withdrawal notification
Official notification is <i>not</i> provided.	The student does not provide official notification because of circumstances beyond the student's control.	The date the school determines is related to the circumstance beyond the student's control	The date the school becomes aware that the student has ceased attendance
Official notification is <i>not</i> provided.	All other instances where the student withdraws without providing official notification	The midpoint of the payment period (for standard term-based credit hour programs) or period of enrollment (for non-standard term and non-term programs)	The date the school becomes aware that the student ceased attendance

Withdrawal Type	Circumstance	Withdrawal Date¹	Date the School Determines that the Student Withdrew²
Leave of absence	The student does not return from an approved leave of absence	The date the student began the leave of absence	The earlier of: <ul style="list-style-type: none"> • the date the approved leave of absence ends or • the date the student notifies the school that he or she is not returning to school
Leave of absence	The student takes an unapproved leave of absence	The date the student began the leave of absence	The date the student began the leave of absence
Withdrawal after rescission of official notification	The student withdraws after rescinding a previous official notification of withdrawal.	The student's original withdrawal date from the previous official notification	The date the school becomes aware that the student did not, or will not, complete the payment period or period of enrollment

¹In place of the dates listed, a school may always use a student's last date of attendance at an academically-related activity, if the school documents that 1) the activity is academically related, and 2) the student attended the activity.

²For a student who withdraws without providing notification, the school must determine the withdrawal date no later than 30 days after the **earlier** of 1) the end of the payment period or period of enrollment, as applicable, 2) the end of the academic year, or 3) the end of the program.